



BOARD OF DIRECTORS MEETING MINUTES
Regular Meeting | December 14, 2022

1. CALL TO ORDER

Meeting was called to order at 4:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Members Brownrigg, Chuang, and Cole were present. Board Member Ortiz was absent.

4. REPORT OUT FROM CLOSED SESSION

Report out from Closed Session of November 9th, 2022

General Counsel, Jean Savaree, stated there was no reportable action.

5. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

6. ADJOURN TO CLOSED SESSION

Before Board Members adjourned to closed session, Mr. Ryan Klarich, Union Leader for the Central County Firefighters Union, made public comments regarding the closed session item. Board Members adjourned to closed session at 4:16 p.m.

7. CLOSED SESSION

- a. Conference with Labor Negotiator for Central County Firefighters Union (Fire Captains, Firefighters, Fire Inspector and Deputy Fire Marshal) and Chief Officers (Battalion Chiefs and Fire Marshal) (GC#54957.6(a)). Agency Negotiators: Kristin Armbruster, HR Manager, Town of Hillsborough, and Timothy Davis, Attorney, Burke, Williams & Sorensen

8. ADJOURN FROM CLOSED SESSION

Board Members returned to the regular session at 4:52 p.m.

9. REPORT OUT FROM CLOSED SESSION

General Counsel, Jean Savaree, stated there was no reportable action.

10. APPROVAL OF MINUTES

- a. Minutes from November 9th, 2022, special meeting

Vice-Chair Chuang asked for public comments. There were no public comments on this item. Board Member Brownrigg motioned to approve; Board Member Cole seconded the motion. Approved 3-1-0.

11. CONSENT CALENDAR

- a. Resolution finding that meetings of the Central County Fire Department Fire Board via Teleconference protect against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e)
- b. Resolution Approving the Memorandum of Understanding between the Central County Fire Department and the Chief Officers Group
- c. Resolution Authorizing the Chief Administrative Officer to Approve the Purchase of three Staff Vehicles

Board Member Brownrigg asked if CCFD has a policy on purchasing electric vehicles. Chief Barron answered that currently there is no policy on electric vehicles, but staff has discussed the need and hopes to move in that direction in the future. Chief Barron added that the department does not have the infrastructure to support charging electric vehicles. Board Member Brownrigg encouraged staff to consider a policy on electric vehicles. Vice-Chair Chuang also commented that purchasing electric vehicles should be considered in future staff vehicle purchases.

Board Member Brownrigg motioned to approve; Board Member Cole seconded the motion.
Approved 3-1-0.

12. STAFF REPORTS

- a. Fire Chief's Update (PowerPoint Presentation)

Chief Barron gave a brief PowerPoint presentation highlighting Department activity.

Administration

- Staff is currently working on the International Organization for Standardization (ISO) update
- The Standards of Cover study has been completed; a presentation will be made in early 2023

Operations

- New ladder truck has arrived; anticipated in-service date is early 2023
- New engine has been ordered; anticipated delivery date is late 2023
- Currently have 8 probationary firefighters

Prevention

- Staff continues to work on construction and life safety inspections
- WUI inspections
 - 94% completed
- National CERT Conference will be held at Hyatt Regency, Burlingame, in June 2023

Training

- Training Division reorganization and partnership with San Bruno is working well

Chief Barron ended his presentation by thanking outgoing Board Member Michael Brownrigg, Chair Ricardo Ortiz, and City Manager Ann Ritzma.

Board Member Cole asked about the criteria for moving from a 2 rating to a 1 rating for the ISO. Chief Barron gave a brief explanation of how the ratings and point system works.

13. NEW BUSINESS

a. Resolution Approving the Salary Schedule for the Central County Fire Department
HR Manager, Kristin Armbruster, stated that the new salary schedule reflects the changes in salary for members of the Chief Officers Group.

There were no public comments on this item. Board Member Cole motioned to approve; Board Member Brownrigg seconded the motion. Approved 3-1-0.

b. Resolution Accepting the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2022

Finance Director, Jan Cooke, summarized the financial results. The overall result is a clean (unmodified opinion). Key points included:

- Significant strike team deployments; this is a reimbursable cost
- Improved net position due to good investment returns for CalPERS
- Joint Training Fund is winding down
- Favorable Workers' Comp claims with the last actuarial evaluation, which resulted in lower liabilities for the WC insurance fund

Ms. Cooke introduced Mitesh Desai from Badawi and Associates, auditors for the Central County Fire Department. Mr. Desai gave a brief PowerPoint presentation showing key points from the Annual Comprehensive Financial Report.

Board Member Cole asked about the general fund revenue stated on page 21 of the report. Ms. Cooke replied that the net revenues in the general fund show an increase due to strike team reimbursements, but other revenue items decreased compared to the previous fiscal year.

There were no public comments on this item.

Board Member Cole motioned to approve; Vice-Chair Chuang seconded the motion. Approved 3-1-0.

c. Resolution Approving the Distribution of Joint Training Funds to the Participating Agencies

Finance Director, Jan Cooke, stated that the numbers shown in the staff report reflect the remaining monies in the Joint Training Fund. Since the Joint Training partnership ended at the end of fiscal year 21/22, the remaining monies need to be distributed to the participating agencies. The distribution amounts were calculated according to the formula in the Joint Training Agreement.

There were no public comments on this item. Board Member Cole motioned to approve; Vice-Chair Chuang seconded the motion. Approved 3-1-0.

d. Discussion on returning to in-person Fire Board meetings

General Counsel, Jean Savaree, stated that this is an informational item. The Declaration of Emergency declared by the Governor's office will expire at the end of February. At that time, all public meetings will be required to be in person. There are some limited provisions that would

allow an individual elected official/board member to teleconference in to a meeting. Further details are included in the staff report.

Ms. Savaree stated staff is asking for direction from the Board for future meetings beginning March 1st. Board Members agreed that future meetings would be in person and have a teleconference option for the public.

e. Discussion on future Board meeting schedule

Chief Administrative Officer, Ann Ritzma, stated that staff is recommending some additional dates for Board meetings. Three additional meetings have been added to the schedule to address time-sensitive items.

Board Member Cole motioned to approve; Vice-Chair Chuang seconded the motion. Approved 3-1-0.

f. Rotation of Board Officers

Chief Administrative Officer, Ann Ritzma, stated that per section 6.4 of the JPA agreement, the Chair and Vice-Chair will serve for a term of two years in the respective positions. Chair Ortiz (Burlingame) has served as Chair since 2020 and Vice-Chair Marie Chuang (Hillsborough) has served as Vice-Chair since 2020.

Board Member Cole nominated Vice-Chair Chuang to be the new Chair for the Fire Board. Board Member Brownrigg seconded the motion. Approved 3-1-0.

Board Member Brownrigg nominated incoming Board Member Peter Stevenson for Vice-Chair. Board Member Cole seconded the motion. Approved 3-1-0.

Lisa Goldman, City Manager for Burlingame, will be the new CAO.

14. BOARD OF DIRECTORS' COMMENTS

Vice-Chair Chuang thanked Board Member Brownrigg for his service to the Board for the past 11 years. Board Member Cole also thanked Mr. Brownrigg.

15. ADJOURNMENT

The meeting was adjourned at 5:58 p.m.